



User Manual

Minute Record Series

Washington State Digital Archives

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1.0 Definitions

1.1 List of Special Terms and Definitions

WSDA	Washington State Digital Archives
Record	A collection of information that contains fields.
JPEG	A file format commonly known as an image format used by digital cameras and other photographic image capture devices.
Keyword Search	A keyword search allows the user to search on all <i>other</i> records in our collection that are NOT name based records. The keyword field allows the user to enter one or more terms to locate records which contain these words.
Detailed Search	A detailed search allows the user to select one record series and search on additional fields that are pertinent only to <i>that</i> record series.

2.0 Minute Record Series Instructions

2.1 Purpose

The purpose of this user manual is to provide the user with specific instructions in order to successfully search and obtain records within the Minute Record Series.

2.2 Dependencies

One of the following browsers must be installed and configured properly in order to access the Minute Record Series from the Digital Archives website.

- Internet Explorer 6.0 or 7.0
- Firefox 2.0 or 3.0
- Safari 3.2
- Opera 9.27

The following installation of the browser Lizardtech DJVU is an optional browser that may be installed to view images within a record of the Minute Record Series.

- <http://www.celartem.com/en/download/>

2.3 Keyword Search

Launch your browser navigate to the Digital Archives website
www.digitalarchives.wa.gov click on the *Keyword* search tab.

A keyword search can be searched against the **Party Name**, **Party Type**, **Committee** and **Document Number**.

The screenshot displays the Washington State Digital Archives website. At the top, the header includes the site name and a navigation menu with links: Digital Archives Home, Search, Collections, News, eRecords Management, and About Us. Below the header, the 'Digital Archives Home' section contains a search interface. A red arrow points to the 'KEYWORD SEARCH' tab, which is highlighted with a red circle. The search area includes a dropdown menu for 'Record Series' set to 'Minute Records', a text input field for 'Keywords', and a 'Search' button. To the right of the input fields are links for '»Search Help' and '»Detailed Search'. At the bottom of the search section, statistics are provided: 'Total Records Preserved Online: 11,747,582' and 'Total Records Searchable Online: 11,740,775'.

Washington State
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Digital Archives Home | Search | Collections | News | eRecords Management | About Us

Digital Archives Home

SEARCH THE DIGITAL ARCHIVES

PEOPLE SEARCH | **KEYWORD SEARCH** | DETAILED SEARCH

Record Series: Minute Records ▾ »Search Help
»Detailed Search

Keywords:

Search

Total Records Preserved Online: 11,747,582
Total Records Searchable Online: 11,740,775

In the Record Series drop down list select *Minute Records*, and then type in a key word to call up a record. For example: Type in “Board of Health,” then click *Search*.

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Digital Archives Home

SEARCH THE DIGITAL ARCHIVES

PEOPLE SEARCH | **KEYWORD SEARCH** | DETAILED SEARCH

Record Series: Minute Records [»Search Help](#)
[»Detailed Search](#)

Keywords: Board of Health

Search

Total Records Preserved Online: 11,747,582
Total Records Searchable Online: 11,740,775

There are 407 matches associates with the Keyword “Board of Health”, to view a record click on the *Minute (Show All Records)* link or expand the *Minute* by clicking on the plus sign.

The screenshot shows the Washington State Digital Archives website. The header includes the site name and navigation links. The 'Detailed Search' section contains filters for Record Series, County, and Title. The search results table shows one entry for the 'Minute' record series with 407 results.

Washington State Digital Archives	
About the Digital Archives	
Digital Archives Home	Search
Collections	News
eRecords Management	About Us
View Cart	My Recent Searches

Detailed Search

Search Options
Record Series: Select Record Series
County: -- All Counties --
Title: -- All Titles --
[Search](#) [Clear Form](#)

Search Results

Record Series	Results Count
Minute (Show All Records)	407

To view a specific record in the list of results click on any of the fields such as:

Party Name: the party name will contain the party and the city, for example; TPCHD or City of Roy.

Party Type: Local Government and State Agencies.

Committee: Local Government and State Agencies.

Document Number: Is a Unique reference number for the individual record.

Date: Date the Minute was recorded.

Image: Contains the image of Minute Records.

These fields are differentiated by date such as “1972/03/01” and can be sortable by clicking on the arrow under the headings.

Washington State Digital Archives

Detailed Search

Search Options

Record Series: Select Record Series

County: All Counties

Title: All Titles

Search Clear Form

Search Results

Search Results For: Minute Records 98 Matches

Party Name	Party Type	Committee	Document Number	Date Y/M/D	Image
TPCHD	Entity	Board of Health		1972/03/01	
TPCHD	Entity	Board of Health		1972/04/06	
TPCHD	Entity	Board of Health		1972/04/12	
TPCHD	Entity	Board of Health		1972/05/03	
TPCHD	Entity	Board of Health		1972/06/13	
TPCHD	Entity	Board of Health		1972/08/10	
TPCHD	Entity	Board of Health		1972/08/23	
TPCHD	Entity	Board of Health		1972/09/20	
TPCHD	Entity	Board of Health		1972/10/18	
TPCHD	Entity	Board of Health		1973/07/05	

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Jump To Page: 1

Records Per Page: 10

Single arrow paging will page to the next page of records and the double arrow paging will page to the last page of records.

Jump to Page, drop down list will allow a specific page on the list to be selected.

Records per Page, allows a selected number of records to be viewed on one page.

By clicking on a specific record the application will navigate to the *View Record Page* where the metadata on the left of that page can be viewed and the image to the right of the page may be opened, saved and viewed.

Washington State Digital Archives

About the Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us View Cart My Recent Searches

View Record

TPCHD - Tacoma-Pierce County Health Department Board of Health Minutes

Record Series:	Minute
Collection:	Tacoma-Pierce County Health Department Board of Health Minutes
County:	Pierce
Committee:	Board of Health
Date:	7/9/1971
File Name:	TPCHDM07-09-71
Doc. Type:	minutes
Department:	TPCHD
Party Type:	Entity

[Add Comments or Questions](#)

Citation: To learn about the records or related records contact the Puget Sound Regional Archives at (425) 564-3940 or email Archives@psra.org.

Database: Pierce County Government, Tacoma-Pierce County Health Department, Board of Health, Minutes and Resolutions. ONLINE 2008. Filmed and indexed by Washington State Archives Imaging and Preservation Services. Available Online: <http://www.digitalarchives.wa.gov>.

Source: Tacoma-Pierce County Board of Health, Minutes and Resolutions, 1971-1999.

Original records located at Puget Sound Regional Archives, Bellevue, WA.

Please see citation for order information

Not Orderable Online

Available Images

[Image # 1 of 1
1 Page\(s\)](#)

Image

Metadata

Below is a sample image of the "July 9, 1971" record after the user has clicked on the *Available Images* icon and a viewable format has been selected.

TACOMA-PIERCE COUNTY BOARD OF HEALTH

REGULAR MEETING

July 9, 1971

The meeting was called to order by the Chairman, Commissioner Sheridan.

Dr. McNutt introduced the Personnel Rules for the Combined City and County Health Department. After some discussion and revision of the rules, all members signed.

It was moved, seconded, and carried that the resignation of Edith Mitchell as Director of Nursing be accepted.

There will be a meeting of health officers and county commissioners at Firlands Hospital in Seattle on July 15, to discuss what can be done to preserve local money for local use in the tuberculosis program. Commissioner Sheridan will speak with Commissioner Gallegher and Commissioner Huntington if he cannot go with Dr. McNutt himself.

The members of the Board agreed that they would discuss means by which to get other incorporated cities in Pierce County involved with the Health Department at the next meeting.

The meeting was adjourned by Commissioner Sheridan.

2.4 Detailed Search

Launch your browser navigate to the Digital Archives website
www.digitalarchives.wa.gov click on the *Detailed* search tab.

To do a detailed search, select the *Detailed Search* tab or the *Detailed Search* link next to the Record Series drop down list. This will navigate to the Detailed Search Page.

Digital Archives

Digital Archives Home | Search | Collections | News | eRecords Management | About U

Digital Archives Home

SEARCH THE DIGITAL ARCHIVES

PEOPLE SEARCH | ADDITIONAL RECORD SERIES | **DETAILED SEARCH**

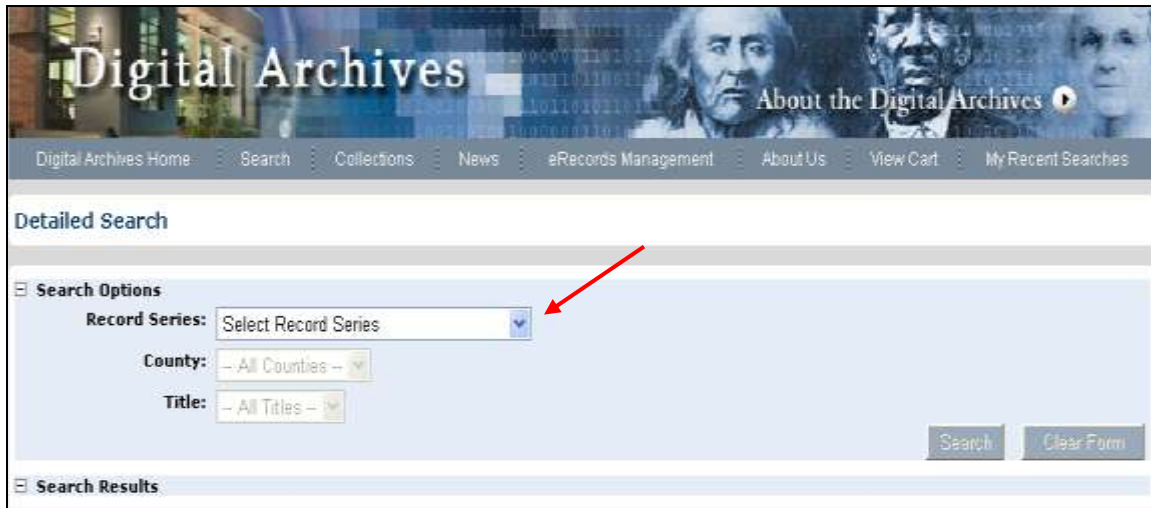
Record Series: All Record Series [v] » Search Help
x Detailed Search

First Name: []
Last Name: []

Search

Total Records Preserved Online: 1,044,274

On the *Detailed Search Page*, Select the “Minute” Record Series from the drop down list on the *Detailed Search Page*.



The screenshot shows the 'Detailed Search' page of the Washington State Digital Archives. The page has a header with the site name and navigation links. Below the header, there is a 'Search Options' section with three dropdown menus: 'Record Series' (currently showing 'Select Record Series'), 'County' (showing '-- All Counties --'), and 'Title' (showing '-- All Titles --'). A red arrow points to the 'Record Series' dropdown menu. To the right of the dropdowns are 'Search' and 'Clear Form' buttons. Below the search options is a 'Search Results' section.

Select “Minute Records” in the drop down list. To find out what the drop down list includes click on the “What Does this include?” link next to it, this link will display a list of all the titles associated with the Minute Record Series.



The screenshot shows the 'Detailed Search' page with the 'Record Series' dropdown menu set to 'Minute Records'. A red circle highlights the link 'What Does this include?' next to the dropdown menu. A red arrow points to this link. Below the search options, there are additional search criteria: 'Party Name' (with 'From' and 'To' fields), 'Date' (with 'Party Name, Party Type, Committee, Document Number' as a hint), and 'Keywords'. 'Search' and 'Clear Form' buttons are at the bottom right. The 'Search Results' section is at the bottom.

To search for a specific record select “Pierce” in the **County** dropdown list, “Tacoma-Pierce County Health Department Board of Health Minutes” in the **Title** dropdown list, “Board of Health” in the **Keywords** field (A particular party name and date range may also be entered) then click search. Users may type in a keyword such as “Board of Health”, or search by date a range if looking for particular range.

The screenshot displays the Washington State Digital Archives website. At the top, there is a navigation bar with links: Digital Archives Home, Search, Collections, News, eRecords Management, About Us, View Cart, and My Recent Searches. Below this is the 'Detailed Search' section. Under 'Search Options', the following fields are visible: 'Record Series' is set to 'Minute Records' with a link 'What Does this include?'; 'County' is set to 'Pierce'; 'Title' is set to 'Tacoma-Pierce County Health Department Board of Health Minutes'; 'Party Name' has a text input field; 'Date' has 'From' and 'To' input fields; and 'Keywords' is set to 'Board of Health'. At the bottom right of the search options, there are two buttons: 'Search' (highlighted with a red circle and a red arrow) and 'Clear Form'. Below the search options is a section for 'Search Results'.

Users may clear the form of their selected Record Series by clicking the Clear Form button at the bottom of the page.

Washington State
Digital Archives

About the Digital Archives

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Detailed Search

Search Options

Record Series: Select Record Series

County: Pierce

Title: Tacoma-Pierce County Health Department Board of Health Minutes

Search Clear Form

Search Results

There are 404 matches found to be associated with this **Party Name**, to open a record select on any of the fields that are differentiated by date.

Washington State Digital Archives

Search Options

Record Series: Select Record Series

County: All Counties

Title: All Titles

Search Results

Search Results For: Minute Records 404 Matches

Party Name	Party Type	Committee	Document Number	Date Y/M/D	Image
TPCHD	Entity	Board of Health		1971/07/09	
TPCHD	Entity	Board of Health		1971/10/28	
TPCHD	Entity	Board of Health		1971/11/05	
TPCHD	Entity	Board of Health		1971/11/12	
TPCHD	Entity	Board of Health		1971/12/08	
TPCHD	Entity	Board of Health		1971/12/15	
TPCHD	Entity	Board of Health		1971/12/28	
TPCHD	Entity	Board of Health		1972/01/12	
TPCHD	Entity	Board of Health		1972/02/09	
TPCHD	Entity	Board of Health		1972/02/23	

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Jump To Page: 1

Records Per Page: 10

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Washington State Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us View Cart My Recent Searches

View Record

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Record Series:	Minute
Collection:	Tacoma-Pierce County Health Department Board of Health Minutes
County:	Pierce
Committee:	Board of Health
Date:	7/9/1971
File Name:	TPCHDM07-09-71
Doc. Type:	minutes
Department:	TPCHD
Party Type:	Entity

[Add Comments or Questions](#)

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Original records located at Puget Sound Regional Archives, Bellevue, WA.

Please see citation for order information

[Not Orderable Online](#)

Available Images

[Image # 1 of 1](#)
[1 Page\(s\)](#)

Image

Metadata

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5

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**Prepared by Tara Henneberg
July 10, 2008**